

JOB DESCRIPTION

“RISE Coordinator” (Human Trafficking Coordinator)
Orleans Parish Juvenile Court *Direct Service Provider*, VOCA Grant

Summary: Consultant will provide direct services and response to the following: (1) emotional, psychological, or physical needs of crime victims, specifically child victims of exploitation, trafficking, child abuse, domestic abuse, and trauma; (2) assist victims to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system (juvenile and adult) when necessary; and (4) restore a measure of security and safety for the victim.

Minimum Qualifications:

- Licensed Master’s degree in social work, licensed psychology, licensed human services or related field or four years of related experience working with youth and families in the child welfare and/or juvenile justice system.
- Knowledge and experience in the field of juvenile human trafficking and trauma.
- Case management experience including using screening tools with youth.
- Commitment to serving juvenile survivors of human trafficking.
- Knowledge of Mandated Reporting procedures.
- Knowledge of local resources to serve juvenile victims of human trafficking and their families.
- Ability to relate well to people in crisis.
- Ability to work well with a cross section of clients and stakeholders.
- Experienced trainer and presenter.
- Excellent oral and written communication skills.
- Exceptional organizational and project management skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint and other computer software).

Duties and Responsibilities:

- Examine internal intake, screening and case management tools and make recommendations to improve response to survivors who may have been trafficked.
- Provide crisis intervention counseling/assessment of human trafficking clients as needed.
- Make appropriate referrals and advocate, as needed, with other agencies on behalf of clients who have been trafficked.
- Networks with other agencies and stakeholders (including, but not limited to, the Judges of Orleans Parish Juvenile Court, Department of Children and Family Services, Law Enforcement, Children’s Advocacy Center, local offices of the LA Office of Mental Health, LA Office of Citizens with Developmental Disabilities, LA Office of Youth

Development, Orleans Parish School Board and other private mental health and service providers) to assist the victim.

- Works with other staff in case management.
- Attend trainings to remain current on research and best-practices and disseminate the information to staff.
- Serve as the Juvenile Court's representative to local, regional and state level human trafficking coordinating bodies.
- Train and supervise intake staff and volunteers/interns in a number of areas, including but not limited to, recognizing human trafficking and trauma, providing trauma-informed care, using developmentally appropriate screening tools/risk assessments, data collection and reporting.
- Conduct screenings for trafficking and trauma on youth and families and provide direct services to such youth and families that are identified as needing them.
- Attend Multidisciplinary Team meetings at the Children's Advocacy Center.
- Maintain and update resource and referral lists specific to the topic of human trafficking.
- Collect and maintain required information needed for court statistical reports and to fulfill grant obligations.
- Develop policies and procedures for data collection and Memorandum of Understanding as needed.
- Create and develop an evaluation tool to ensure compliance with project goals and outcomes.
- Work with grant writer to provide necessary information for grant administration and to seek local, state and/or federal funding to continue providing direct services to victims of human trafficking.
- Participate in regular supervision with the supervising judge.
- Other duties as assigned.

Competencies:

- Identifies and resolves problems in a timely manner as well as skillfully gathers and analyzes information.
- Prioritizes and plans work activities; uses time efficiently; and develops realistic action plans.
- Supports and promotes an environment that appreciates and holds opportunities for all, regardless of race, religion, national origin, culture, gender identity or expression, sexual orientation, physical or mental ability, weight, health status, age or other diversity factors.

Work Environment:

Must be able to function professionally in an environment where crisis is occurring routinely.

ORLEANS PARISH JUVENILE COURT
RISE Coordinator (Human Trafficking Coordinator)

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of RISE Coordinator (Human Trafficking Coordinator) for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name